

# Kane County

## Job Description



<b>Job Title:</b>	Deputy Clerk / Deputy Auditor	<b>Job Code:</b>	
<b>Division:</b>	Clerk	<b>Effective Date:</b>	12/01/10
<b>Department:</b>	Clerk/Auditor	<b>Last Revised:</b>	8/17/16

### GENERAL PURPOSE

Performs a variety of routine **clerical and Secretarial duties** as needed to expedite the daily processes and statutory obligations of the office of the County Clerk/Auditor.

### SUPERVISION RECEIVED

Works under the general supervision of the County Clerk/Auditor or Chief Deputy Clerk/Auditor.

### SUPERVISION EXERCISED

None

### ESSENTIAL FUNCTIONS (Performs Some or All of the Following)

Must be self motivated; performs customer service; answering phones; filing; data processing; faxing; envelope stuffing and mailing; message delivery; running errands; sorting incoming mail; records retention and file maintenance; Issues Business Licenses, Beer Licenses, Marriage licenses, passports, and keeps records on the same; Acts as a notary validating official status of various documents. Receives and receipts fees and payments from the public; assists with elections as needed; assists the public over the counter and on the telephone; assists with duties of the tax roll; assists with auditing functions and as needed; assists with compliance to Utah GRAMA guidelines; collects and receipts fees for various transactions and services; balances money received at end of day and prepares applicable reporting materials.

#### Marriage Licenses and Passports:

Assists and instructs the public in the application process for marriage licenses; verifies eligibility to apply according to established statutes and ordinances; reviews applications for completeness and accuracy; issues licenses and keeps records on the same; provides assistance and education to marriage officiators to ensure proper completion of marriage documents; executes state filing requirements with marriage licenses

Assists in the completion and submission of passport applications; verifies validity and accuracy of applicant's personal documentation; administers oaths; issues passports; mails transmittal sheets to passport agency; prepares monthly report identifying number of passports issued.

#### Board of Equalization (BOE)

Assist with receiving, filing and keeping track of BOE applications and any back up documentation; enters application information into computer system; scans application and supporting documentation into computer system; update any information and file in back up binders; schedule appointments and appeals; apprises applicants of State BOE options and application process; review BOE Assessor-Hearing Officer-Commissioner decisions; mail notices to all appellants; files Minutes of the BOE decisions.

#### County Tax Sale

Assist in preparation and notifying property owners of annual Tax Sale that the County holds on properties that are five years delinquent on taxes; mailing out two copies of notice, one regular mail and one certified mail; mails out Interested Party Letters; posts property list for public review and publishes in the local newspaper; updates lists as payments are received; assists with the public bidding process, tracking bidders; prepares Auditor's Tax Deeds for recording.

#### Elections

Assist in maintenance of Voter Registration information for Kane County voters on the Statewide Voter Registration System (VISTA); assists with testing and operations of optical scanning, direct record voting equipment (DRE's), and new voting equipment as they are adopted; assists with BY-MAIL balloting, Early

Voting, Absentee balloting, Election Day voting, Election Night process, Recounts, Audits, and Canvass, and any and all election processes.

#### Auditing

Assists with all aspects of financial and performance audits, as needed.

#### General Office Support

Assists customers at the counter, receive and receipt payments; communications with customers, employees, and other individuals to answer questions, disseminate or explain information; answer telephones, direct calls and take messages; compile, copy, sort and file records of office activities, business transactions and other activities; provide quality service and support in a variety of areas; professionally handle incoming requests from customers and/or public to ensure that issues are resolved both promptly and thoroughly.

Performs related duties as required and other duties as assigned.

#### MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Graduation from high school or equivalent;  
AND
- B. One (1) year of experience performing above or related duties;  
OR
- C. An equivalent combination of education and experience.

2. Required Knowledge, Skills, and Abilities:

**Considerable knowledge of** general operations of the clerk/auditor office, and various customer/public services, i.e., office machines and filing systems; interrelationships of all county departments; basic filing systems, alpha and numeric; standard office practices and procedures related to filing and record keeping; personal computer operations and various data and word processing applications.

**Ability to** follow instructions; work under stressful working conditions created by strict time frames; manage angry individuals and unpleasant situations; apply generally accepted accounting principles in financial reporting; work quickly and accurately with figures; perform basic mathematical computations; work under time pressures in meeting deadlines; communicate effectively, verbally as well as in writing; develop and maintain effective working relationships with elected officials, professionals, the public and fellow employees; operate a variety of types of standard office equipment and machines such as 10 key calculator, personal computer.

3. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities including lifting up to 25 lbs, talking, hearing and seeing essential to completion of essential functions. Rapid work speed required performing keyboard operations. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking; guided and creative problem solving.

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**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the employee(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description. Date: \_\_\_\_\_  
(Employee)